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## MEMORANDUM

To: Mayor and City Council  
From: Councilmember, Karina R. Dominguez  
Date: January 21, 2020  
Re: Agenda Setting and Rules Subcommittee

A handwritten signature in blue ink, appearing to read "Karina R. Dominguez", is written over the "From:" line of the memorandum.

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### Background:

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. The City of Milpitas adopted ordinance Chapter 310 Title 1 to assure that deliberations are conducted before the people and that City operations are open to the people's review.

The people of Milpitas elect the Mayor and the City Council to bring forward ideas that will represent the best interests of the people. The Rules Subcommittee was formed to provide a clear, transparent and accessible process for the city council, staff and the people of Milpitas. Prior to the formation of the Rules Subcommittee the decision of what items went on the agenda for council consideration was solely determined by the Mayor and the City Manager.

The Rules Subcommittee that is currently lead by Mayor Rich Tran and Council member Karina Dominguez is charged with reviewing agenda items and legislation in the following areas:

- Review items for completeness
- Send items either to Council agenda, policy committee, or back to author
- Set agendas
- Review rules and procedures and open government policies
- Consider items not readily assignable to a policy committee

The last rules subcommittee meeting took place on October 4, 2019. Since then the City Council has adopted several ways of introducing and executing agenda items that are unclear to the staff and the people of Milpitas.

### Recommendation:

I, Councilmember Karina R. Dominguez, recommend the following: Direct Staff to schedule a special meeting with council and the Mayor to discuss the Rules Subcommittee. This meeting will result in directing staff with a clear process of how agenda items will be placed on future agendas. This will allow staff to maximize city resources, staff time and help create structure in order to accomplish the priorities that were selected in our work plan during the 2019 priority session.